

NORTH CORNWALL TOWNSHIP
BOARD OF AUDITORS
Reorganization Meeting Minutes
January 10, 2017 at 6:00PM

The North Cornwall Township Board of Auditors held their annual organization meeting on January 10, 2017, at 6:00 PM at the Township offices located at 320 South 18th Street, Lebanon, PA 17042 as required by state statute. The meeting was duly advertised and properly posted in accordance with the guidelines.

The meeting was opened at 5:53 P.M.

In attendance was John Salahub, Tom Davis, Darryl Loose and Thomas Long, Township Manager/Secretary.

The first point of business was to set the slate of officers for the 2017 year. Mr. Davis made the motion to appoint Mr. Salahub as Chairman, seconded by Mr. Loose. Vote was unanimous.

Mr. Salahub made motion to appoint Mr. Davis as Vice-Chairman. Mr. Loose seconded the motion with all voting in favor.

Mr. Davis made motion to appoint Mr. Loose as secretary. Mr. Salahub seconded the motion with all voting in favor. This concluded this segment of business.

Mr. Salahub made motion to approve the January 18, 2016 meeting minutes. Mr. Davis seconded the motion with all voting in favor.

The Auditors then reviewed the listing of recommendations made by the Board of Supervisors at their reorganization meeting held January 3, 2017. Those dispositions are as follow:

1. Appointment was made for Sam Abram to serve as the Treasurer at no compensation. Bonding amount is recommended at \$1,000,000.00. (No action required by Board of Auditors)
2. Appointment was made for Thomas J. Long to serve as the Secretary at no compensation. (No action required by Board of Auditors)
3. Move to recommend to the Board of Auditors that compensation for all working supervisors be set at a rate not to exceed the full-time highway foreman employee.

4. Move the appointment of Garcia Garman & Shea PC as the qualified CPA firm to perform the 2015 year-end audit as required by Section 904 of the Second Class Township Code for compensation not to exceed \$12,000.00 by Resolution #2017-3. (No action is required by Board of Auditors)
5. Move to compensate all township non-uniform employees and agents to attend approved seminars, workshops, etc. at their normal hourly rate and if a personal vehicle is used for traveling, mileage will be paid at the rate set by the North Cornwall Township Board of Auditors and to recommend a mileage rate of \$.53.50 per mile in accordance with the PA Department of Revenue recommended rate to the auditors.

Mr. Davis made a motion to accept all recommendations. Mr. Salahub. seconded the motion with all voting in favor.

There was no public comment.

With no further business to come before the Board, by motion of Mr. Salahub, seconded by Mr. Davis the meeting concluded at 5:58PM. Vote was unanimous

Respectfully submitted,

Thomas J. Long, Secretary
North Cornwall Township

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**Review Recommendations to the Board of Auditors
By the North Cornwall Township Board of Supervisors
at the January 10, 2017 Reorganizational Board Meeting**

1. Appointment was made for Sam Abram to serve as the Treasurer at no compensation. Bonding amount is recommended at \$1,000,000.00.
2. Appointment was made for Thomas J. Long to serve as the Secretary at no compensation.
3. It is accepted that the Roadmaster position will not be held by an elected official, but by an hourly employee, the Road Foreman, and it was approved that an hourly rate of \$24.05 would be paid to any Supervisor working in an emergency capacity such as snow removal.
4. Action was taken by the Board of Supervisors to engage the firm of Garcia Garman & Shea PC, to conduct the audit of the 2016 financial records at a rate not to exceed \$12,000.00.
5. Action was taken by the Board of Supervisors to recommend the eligible mileage reimbursement rate for employees attending bona fide Township related functions to be set in accordance with the IRS standard mileage rate of \$.53.5 cents per mile when using their personal vehicles.

Thomas J. Long Sr.
Township Manager/ Secretary
North Cornwall Township
320 South 18th Street
Lebanon, Pa. 17042